

**THE TULALIP TRIBES**  
**On-call Receptionist/Office Clerk/Data Entry Clerk**

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job.  
These requirements must be stated on your application form to be considered for this position.

**The Tulalip Tribes publicly announces that Indian Preference to hiring shall apply to the Tulalip Tribal job opportunities.**

**EDUCATION:** (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)

☐ High School Diploma or GED required, or currently attending classes

**SKILLS:**

- ☐ Ability to type 20 wpm (test required)
- ☐ Must have strong customer service skills
- ☐ Ability to maintain an independent, confidential, and professional work environment
- ☐ Must have good communication skills both written and verbal
- ☐ Must be computer literate with working knowledge of Microsoft Word and Excel
- ☐ Must be able to work independently with minimal supervision
- ☐ Must have excellent organizational and filing skills.
- ☐ Familiarity with modern office machines

**EXPERIENCE:**

- ☐ Customer service
- ☐ Answering multi-line phones
- ☐ Working in an office environment
- ☐ Working experience or school course knowledge of Microsoft Word and Excel

**OTHER REQUIREMENTS:**

- ☐ Must be able to work in a culturally diverse environment.
- ☐ Must adhere to strict confidentiality with all departments
- ☐ Must wear appropriate dress attire
- ☐ Must arrive at work station on time and appear neat and clean
- ☐ Must have tolerance and patient to deal with upset, angry, frustrated persons
- ☐ Must be able to work evenings, weekends, and/or holidays as needed or requested
- ☐ Must have a successful employment history with the Tulalip Tribes and/or current and past employees

**PHYSICAL CHARACTERISTICS AND/ OR PREREQUISITES:**

- ☐ Manual and finger dexterity for the operation of personal computer, office machines, and routine paperwork
- ☐ Tolerance to be exposed to computer screen for prolonged periods of time
- ☐ Stamina to sit, stand and/or walk for prolonged periods of time
- ☐ Mobility to bend, stoop, and/ or climb stairs
- ☐ Ability to lift objects weighing up to 40 lbs

**Employee Classification:** Non-Exempt

**Job Summary:** To provide clerical support and assist with tasks deemed necessary

**Employee Reports To:** Supervisor or designee

**Terms of Employment:** This is an on-call position, which will be filled when needed.

**Rate of Pay:** \$13.35 per hour

**Employee Classification:** Non-Exempt

**Please return your completed application with required attachments to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686**

An on-call employee is temporarily employed on an hourly basis; whose name is kept on a list of on-call employees; who may be called in as needed to fill vacancies due to call ins, employees on leave, temporary work, or other reasons; who is not guaranteed a minimum number of work hours in any given work week; who upon accepting employment must comply with all provisions of this Ordinance; who is entitled to employee benefits only if the job description for the particular on-call position into which the employees is hired specifically provides for employee benefits for on-call employees; who is qualified for the on-call position in which the employee is employed; and who shall not have a right to the grievance process under this Ordinance. An on-call employee may be dismissed for justified cause or released when on-call work is no longer needed.